



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

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| Recruiter/Contact: | Fern Smenyak, Director of Human Resources P.O. Box 5106, 100 Pocono Rd. email: fsmenyak@brookfieldct.gov Brookfield, CT 06804 Fax: 203-775-4068 |
| Posting Date: | April 26, 2023 |
| Job Title: | Circulation Assistant - PT |
| Department: | LIBRARY |
| Job Level and Rate: | \$16.21 per hour |
| Job Description: | PART TIME CIRCULATION ASSISTANT Applicant must be capable of performing a variety of Circulation Desk duties relating to books and other materials; register customers; collect and process fines; enter reserves and notify customers when materials are available. Answer and redirect all incoming telephone calls; perform duties in the opening and closing of the Library. Shelf books and other materials in proper order; ability to interact professionally and with multiple levels of the general public. A full job description is available at the Library or Human Resources Department. Submit resume/and or application to the above listed office or Submit resumes/and or complete the Town of Brookfield's online application: https://brookfieldct.seamlessdocs.com/f/empapp . <u>Equal Opportunity Employer.</u> |
| Work Week: | Days/Time may be flexible, but typically: Tuesday and Thursday- 2:30 p.m. to 8:00 p.m., Wednesday 10:00 a.m. to 2:00 p.m. May also include any other days if necessary. |
| Skills Required: | Must be at least 18 years of age. |
| Education Required: | High School diploma or equivalent required. Minimum 1 year experience in a Library environment preferred. |
| Union or Non-Union | Non-Union |

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit at a desk or stand and work continuously for extended periods of time. The employee is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.